

- 1. Are there pages 60 of 61 and 61 of 61? They were not part of the solicitation.**

No. The page numbering of the RFP is off because the two "Table of Contents" pages were skipped in the numbering. Counting the two "Table of Contents" pages brings the total number of pages to 61.

- 2. With regards to getting the Past Performance Questionnaires signed and returned to the bidders so they can include it in their submission, can we have the responders send them directly to the USPTO?**

No.

- 3. Is it possible to postpone the due date by 1 to 2 weeks due to the holidays?**

No.

- 4. Are contracts in which the offeror performed as a first tier subcontractor allowed to be used as a past performance reference?**

Yes, but it must be clearly stated that the offeror was a first tier subcontractor.

- 5. B.5 Schedule of Prices on page 3 of 61 - Is the escalation of estimated man hours from Base Year to Option Year 1, Option Year 1 to Option Year 2, Option Year 2 to Option Year 3, and Option Year 3 to Option Year 4 to accommodate an increase in the number of positions?**

Yes. The estimated man hours are escalated each year based on an anticipated increase in the number of positions that will be required. The man hours were calculated based on 1880 hours for a full time position.

- 6. On the current USPTO contract, how many individuals are currently in each of the labor categories identified in B.5 - Schedule of Prices?**

The number of individuals employed under the current contract is information that may be considered proprietary to the incumbent contractor and, therefore, is not available at this time.

- 7. C.2 Background - In 1997, what two contracting firms were awarded contracts by USPTO for library services?**

Signal Corporation and Garcia Consulting, Inc.

- 8. C.4.1.4 - Information Resource Processing - The Statement of Work (SOW) says that the contractor will assist with special projects such as the creation of in-house**

**databases. What software program does USPTO use for the creation of their databases?**

Microsoft Access and Microsoft Excel - and there may be some instances where Oracle Financial Analyzer may be used for some functions. The Database Administrator uses Cuadra Star (with the Reflection interface), a UNIX-based system.

**9. Will contractors be required to provide, implement, and maintain an IT Security Plan for any databases developed under this SOW area?**

Not at this time.

**10. C.4.4.1 - Outreach - Will USPTO provide a plug in number to use for other direct costs associated with outreach events?**

No. See the footnote to B.5 Schedule of Prices.

**11. C.4.4.2 - Marketing - Will the cost of printing marketing materials produced under this contract be handled by USPTO or is the contractor required to include the printing costs in our other direct cost estimate?**

The cost of printing marketing materials might be borne by the contractor. However, if borne by the contractor at the direction of the Government, they would be recompensed via the Necessary Supplies and Materials line item in B.5 Schedule of Prices.

**12. Section G.4 page 22 of 61 - Task Orders - Will USPTO issue a broad task order to cover the day to day activities required under this contract and issue other individual task orders to cover special projects?**

At this time the USPTO does not intend to provide a broad task order with subordinate task orders. Instead, the USPTO intends to issue individual task orders to cover various library/training functions.

**13. For purposes of this RFP, should the contractor assume that all of the Technology Centers and EICs requiring support are located in the USPTO campus at the 600 Dulany Street, Alexandria, VA address?**

Yes.

**14. M.5 - Evaluation Procedures - How is each of the evaluation factors weighted? Are they weighted equally?**

See the paragraph on page 59 titled "Relative Importance of Evaluation Factors and Best Value Determination."

**Questions and Answers RFP DOC-52-PAPT-07-01001**

**Note: The RFP can only be changed/revised by amendment.**

**Page 3 of 3**

**15. L.3.1 - Evaluation Factor A: Technical Approach - Does the contractor's proposed Quality Control Plan count towards the 50 page limit?**

No.